

## Quick Reference to Reorganization - Executive and Administrative Orders

Refer to <http://personnel.ky.gov/>, Personnel Resources, Personnel Information, Procedure Manual, Chapter 7, to access information relating to the procedure and process to submit a request for reorganization. For questions or assistance relating to the reorganization process, please contact Larissa Watson at (502) 564-7300.

Submit both an original hardcopy and electronic copy of the reorganization packet to: Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM), Room 284, Capitol Annex, Attention: Larissa Watson; email electronic copies to [Larissa.Watson@ky.gov](mailto:Larissa.Watson@ky.gov)

### REORGANIZATION PACKET *checklist*:

- ☐ **Executive Order** creates, alters, abolishes or otherwise reorganizes *cabinets, departments, or divisions* in state government. The executive order is signed by the Governor or constitutional (elected) officer and is submitted with the reorganization packet unsigned. A reorganization packet that contains an executive order must be submitted to GOPM 60 days prior to the effective date of the reorganization.
- ☐ **Administrative Order** creates, alters, abolishes or otherwise reorganizes *branches, sections, or units*, in state government. Reorganization packets affected by an administrative order must be submitted to GOPM 30 days prior to the effective date. An administrative order is signed by the cabinet secretary, constitutional (elected) official or independent agency head at the time the reorganization packet is submitted for approval.
- ☐ **Cover Letter** addressed to the Office of the State Budget Director/Governor's Office for Policy and Management (OSBD/GOPM) from the cabinet secretary, constitutional (elected) official, or independent agency head, authorizing agency approval of proposed changes. It should include the name of the agency contact person who has detailed knowledge about the request and can make changes throughout the approval process, if necessary.
- ☐ **Re-organization Plan** with a detailed description of the a) Summary of Plan, b) Fiscal Impact, c) Personnel Impact, and d) Net Effect, resulting from the reorganization. The plan may be longer than the order itself. It should include, but not be limited to, all the impacts upon the agency, fiscal, personnel, abolishment of positions, promotions, etc.
- ☐ **Current Organizational Chart** depicting the organizational structure by name, organizational structure number, and number of positions (filled or vacant) in the structure, as it exists in the Personnel Cabinet system, prior to the reorganization. Employee names and titles should not be shown on the chart.
- ☐ **Proposed Organizational Chart** depicting the organizational structure by name, organization structure number, and number of positions (filled or vacant) in the structure, as it will exist upon implementation of the reorganization. Employee names and titles should not be shown on the chart.
- ☐ **Checklist of Changes** provides specific information relating to the reorganization, as well as the name of the agency contact person who has detailed knowledge about the request and can make changes throughout the approval process, if necessary. The information provided must agree with orders and plan.
- ☐ **Structural From-To Crosswalk** listing the current name and 13-digit organizational structure number of each entity that is affected by the reorganization and the action being taken in the reorganization plan; and, any proposed organizational structure being established by the reorganization and the new 13-digit organizational number being assigned.
- ☐ **Position From-To Crosswalk** listing the vacancy and/or employee name, current 16-digit position number, title and the new 16-digit position number for all positions being affected by the reorganization which results in a change in the position number.
- ☐ **Budget From-To Crosswalk** must be provided if the proposed reorganization moves budgets, funds, and/or personnel across agency programs, defined as budgetary allotment and appropriation units.
- ☐ **Chart of Accounts From-To Crosswalk** must be provided to show the appropriation, allotment, and function codes along with accounting strings associated with funds which are being affected within the organization.